



PARKS & RECREATION ADVISORY COMMISSION MINUTES

September 1, 2005

Attendees:

Parks and Recreation Advisory Commission Members

		Committee Membership
Lynn Crump, Chair	School Board	Capital Projects Committee, Outreach and Greenways Advocacy Committee
Bob Terrell	Dale District	Chair, Athletics Activities Committee Capital Projects Committee, Background Checks Committee
Dennis Harding, Vice Chair	Dale District	Athletics Activities Committee Budget Committee
Jack Griffin	Bermuda District	Capital Projects Committee, Athletics Activities Committee, Background Checks Committee
Tim Mick	Bermuda District	Chair, Capital Projects Committee Budget Committee Chair, Background Check Committee
Frank McDavid	Clover Hill District	Chair, Outreach and Greenways Advocacy Committee National Background Checks
Earl Gee	Matoaca District	Budget Committee Athletics Activities Committee
Tim Russell	Matoaca District	Chair, Budget Committee Athletics Activities Committee, Background Checks Committee
Ron Maxey	Midlothian District	Capital Projects Committee
Vacant	Midlothian District	

Not in Attendance:

Jose Sanchez	Clover Hill District	
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Parks and Recreation Staff

Mike Golden, Director, Liaison Budget and Capital Projects Committees

Lynell McClinton, Chief of Finance, Liaison Budget and Capital Projects Committees

Phil Innis, Assistant Director, Liaison Athletic Activities and Capital Projects Committees and
Background Checks Committee

Bruce Dove, Assistant Director, Liaison Athletic Activities and Capital Projects Committees
 Mark Askin, Chief of Parks, Liaison Capital Projects Committee
 Stuart Connock, Jr., Chief of Parks Design and Construction, Liaison Capital Projects and Outreach and Greenways Advocacy Committees
 Bill Carlson, Athletics Manager, Liaison Athletic Activities Committee and Capital Projects Committee
 Dave Caras, Liaison Outreach and Greenways Advocacy Committee
 Rebecca J Parker, CPS/CAP, Secretary

2005 Standing Committees

Budget	Capital Projects	Athletics Activities	Background Checks	Outreach and Greenways
Tim Russell, Chair	Tim Mick, Chair	Bob Terrell, Chair	Tim Mick, Chair	Frank McDavid, Chair
Earl Gee	Lynn Crump	Earl Gee	Jack Griffin	Lynn Crump
Dennis Harding	Jack Griffin	Jack Griffin	Frank McDavid	
Tim Mick	Ron Maxey	Dennis Harding	Tim Russell	
	Bob Terrell	Tim Russell	Bob Terrell	

Speakers on Scheduled and Unscheduled Matters

Sara Daves	S.I.N.A.C. (Skatepark)*
Scott Johnson	S.I.N.A.C. (Skatepark)*
Greg Curtis	CYSA
Mike Hairfield	CQL
Bevely Taylor	Chalkley Athletic Association

* Acronym for *Skateboarding Is Not A Crime*

- I. **Chair, Lynn Crump called the meeting to order at 7:00 p.m.**
- II. **Invocation:**
Lynn Crump asked for a few moments of silent prayer for the people in the hurricane ravaged areas of the gulf states and to reflect upon what we could do to help them.
- III. **Approval of Minutes:**
Bob Terrell made a motion to approve the minutes from August 4, 2005, with the correction to the minutes noting that Tim Russell was in attendance. There was no further discussion. Dennis Harding seconded the motion and it was approved with unanimous vote.
- IV. **Changes to Agenda:**
The scheduled Public Hearing for Indoor Sports Assignments for basketball facilities was removed from the Agenda, in response to a request from Boys Basketball. The group requested more time to review their assignments.
- V. **Parks and Recreation Director's Remarks:**
Mike Golden reported that the Chesterfield Employees Association was collecting money to send to the Red Cross for victims of Hurricane Katrina. An effort is underway to organize appropriate County staff to deliver services/aid to the victims.

Mike advised members that Jose Sanchez was selected by the Board of Supervisors to fill the Clover Hill District Commission vacancy. Mr. Sanchez is president of the Capital Area Soccer Association (CASA), and was the recipient of the *Hall of Fame Award* in 2004. Mr. Sanchez was not able to attend tonight, but he will be at the October 6 meeting.

Terry Minor, the former Clover Hill District Advisory Commission representative, submitted her letter of resignation on June 29, 2005. Her many contributions to the citizens of Chesterfield County will be recognized at the **September 21, 2005, County Board of Supervisors' meeting, at 4:00 p.m.**

Mike also reported that Hadi YazdanPanah had moved from the Midlothian District to the Clover Hill District. The County Attorney reviewed the Commission Bylaws and advised that the Parks and Recreation Advisory Commission representative must live in the magisterial district they represent. Hadi said that he would regretfully resign from the Commission and work with Mr. Barber for a nomination to present to the Board.

VI. Committee Reports:

Budget Committee:

- Appointment of a Chair

Tim Mick advised that the Budget Committee had met prior to PRAC and elected Tim Russell as the Chair.

- Insurance for Leagues

Tim Mick advised that he had met with Parks and Recreation staff and an insurance representative on July 18, 2005. They discussed a standard insurance policy for all leagues. No new information has been received from the leagues. Tim Mick requested that a memo be sent to league representatives asking them for information concerning positive experiences with league insurance.

Capital Projects Committee

Tim Mick reported that the committee had met on August 25, 2005. At this meeting the final draft of *Policy for Construction in Existing Parks and School Sites* was approved to move from committee to PRAC for review. Copies of the policy were distributed to PRAC members. Lynn advised Commission members to contact Tim Mick with any questions, after the meeting. Tim invited any interested Commission members to the Capital Projects Committee meeting on September 29, at 5:30 p.m.

If there are no changes, a public hearing will be scheduled on October 6. Tim Mick will facilitate this public hearing. Tim Mick confirmed that a copy of the policy would be distributed to the leagues this month.

The Capital Projects Committee will begin to develop standards and specifications for prefabricated modular restrooms on September 29.

Athletic Activities Committee:

Chair, Bob Terrell reported that the committee met and discussed the following issues:

- **New policy for Use of Fields by Non-cosponsored Organizations**

Bob said that a public hearing would be held during PRAC on October 6, to gather input on the proposed Category D Co-sponsorship.

An excerpt from August 4, 2005, Minutes follows:

The following groups should seek this status with Parks and Recreation:

- a. Home School Groups
- b. AAU or USSSA Athletic Teams
- c. American Legion Athletic Teams

Specific Procedures and Responsibilities for Category D:

1. A yearly co-sponsorship form and clearly state their purpose for the upcoming calendar year
2. An approved copy of organizational bylaws and board of directors (if applicable). shall be submitted to Department Director.
3. Groups must be community-service oriented, organized for not-for-profit purposes and their purpose must be supportive of the mission of the Parks and Recreation Department.
4. Coaches, assistant coaches, instructors and organizational officers/directors will be required to complete a Chesterfield County National Background Check and hold an approved Athletic Volunteer Eligibility (background check)Card.
5. Youth organizations must verify an 85% county resident requirement.
6. Adult organizations must verify a 65% county resident requirement.
7. For all new groups, a six-month waiting period may be required before services may be available.
8. Groups must turn in team rosters and pay non-resident fees if applicable.
9. Groups and organizations must comply with Department policies and procedures.

County Responsibilities for Category D:

The Department will assist Category D groups with County facilities when they are available. Facility or maintenance fees may be charged depending on usage. The activity period process will not be used for Category D groups. AAU or USSSA youth organizations who register through their co-sponsored league will be given priority over rental groups for facilities based upon field availability from co-sponsored leagues.

The County will consider all other user groups who do not fit into this category as rental organizations or groups required to follow rental policies and procedures and charged according to the Department fee schedule.

- **Hall of Fame Nominees**

Lynn Crump and Phil Innis attended the recognition of the *Hall of Fame Nominees* on August 24, 2005, at the County Board of Supervisors' meeting at 7:00 p.m. Phil said that each Board member spoke about the Awards. Phil advised that two recipients, Bryan Walker and Sherman Litton are present at tonight's meeting.

2005 RECIPIENTS

NAME	LOCATION OF MONUMENT
Kitty L. Belcher	R. Garland Dodd Park at Point of Rocks
Bryan H. Walker	R. Garland Dodd Park at Point of Rocks
Mildred F. Burrell	Harry G. Daniel Park at Iron Bridge
Sherman W. Litton	Harry G. Daniel Park at Iron Bridge
Allen G. Mason	Harry G. Daniel Park at Iron Bridge
Donald L. Unmussig	Rockwood Park
J. Richard Worcester	Rockwood Park
Harold K. McManus	Matoaca Park
Jane H. Warrick	Huguenot Park

Don Unmussig was not able to attend the Board of Supervisors' ceremony and will be invited to attend the October PRAC meeting for presentation of his Award.

- **Request to Ban Dogs from Parks**

Bob Terrell reported that the committee had met with Ms. Guthrie and discussed her request to ban dogs from Robious Athletic Complex. Ms. Guthrie's daughter is recovering from dog bites to the face. Staff has researched the request and determined that Animal Control would not have the staff to police the ban. The Committee suggested to Ms. Guthrie that she meet with her league and ask them to request that visitors and participants not bring their dogs to their events.

- **Chalkely Elementary Fence Removal**

Bob Terrell advised that the basketball fences on each end of the football field would be removed before the first game on the 10th.

Outreach and Greenways Advocacy Committee - Did not meet

Lynn asked Stuart Connock, Jr. for a status on the Government Center Trail.

Stuart advised that the target date for completion of the first section of the trail (the outer loop) was December 1.

Background Checks Committee

- Request for Background Checks for Officials

Tim Mick said that the committee had met to consider a request to revise the Background Checks Policy to allow for County-funded background checks for youth sports officials. The committee considered the issue and decided that umpires and referees generally have limited direct/personal access to the participants. These officials do not have access to addresses and phone numbers. The benefits did not seem to outweigh the additional costs involved. The committee recommends to the Commission that the current Background Checks Policy not be revised to conduct background checks on youth sports officials.

Tim Mick made a motion that PRAC accept the committee recommendation not to revise the policy to conduct background checks on youth sports officials. Bob Terrell seconded the motion. Tim Mick requested that public input be allowed. Lynn opened the motion for public input during discussion of the motion. Dennis Harding noted that the officials were most often paid employees through the leagues and not volunteers. Greg Curtis, with Chesterfield Youth Softball Association (CYSA) spoke in favor of background checks for officials because of a problem experienced in the past. Jack Griffin confirmed that the leagues did have the ability to control the hiring and qualifications of paid officials. Mike Hairfield, with the Chesterfield Quarterback League (CQL) approved of the committee's recommendation to not move forward with background checks for youth sports officials. There was no further discussion and public input to the discussion was closed. Commission members voted unanimously to approve the motion. Tim Mick, Mike Golden and Lynn Crump will sign a letter to the Board of Supervisors notifying them of PRAC's recommendation.

Tim advised that the issue of Background Checks for AAU and non-affiliated groups would be brought to these groups by the Athletics Activities Committee.

VII. Hearing of Citizens on Unscheduled Matters

Sara Daves, SINAC (Skateboarding is not a Crime)

Ms. Daves, a concerned parent and organizer of SINAC, spoke to the Commission about the growing need for a skate park in the Midlothian area. SINAC proposes placing a skate park at Clover Hill Elementary School because of apparent visibility, space (15-18,000 sq. feet) and facilities (restrooms, water fountains). SINAC understands that the skate park would have to be closed for soccer tournaments at Clover Hill Elementary.

Ms. Daves noted that the Manchester YMCA charges \$7 each time for use of their facility –after purchasing membership. The cost and travel are a problem for skateboarders in the Midlothian area.

Sixty-eight skateboarders talked to the Police Department to discuss concerns about trespassing in order to skateboard. Ms. Daves said they are hopeful to create an atmosphere of mutual respect through their cooperative efforts to work with businesses and law enforcement. SINAC will have a tax-exempt status

this year and they are seeking corporate funding. SINAC is also seeking co-sponsorship status and eligibility for matching County funds.

On September 15, a *Ride-A-Thon* is planned as a fundraiser.

Scott Johnson SINAC

Mr. Johnson represented the skateboarders for SINAC. He expressed his love of skateboarding and frustration about the lack of facilities. Mr. Johnson also expressed his hopes of having a skateboarding park at Clover Hill Elementary School. He said a grass hill that is not in use, located between the upper and lower parking levels would be an ideal location for a skate park.

Tim Russell said he would support a skateboarding park in every district. The population in this age group (12-15 years) cannot drive and the numbers are difficult to measure. He noted that he would strongly support a skate park in the Matoaca District.

Dennis Harding noted that this issue has been presented to the Commission before and he encouraged SINAC to prepare a more definitive proposal to take to the Board of Supervisors. Mike Golden confirmed that there was some funding for skate parks in the CIP and talks with the Chester YMCA are still open. Tim Mick said there was also interest in a skate park at Harrowgate Park. Ron Maxey said Rockwood Park was another possible location. Also, the equipment that is popular with the kids seems to change. Ms. Daves and Mr. Johnson said that the equipment used includes bowls, ramps, rails, pyramids and boxes.

The Commission discussed various skate parks and their methods of operation (fences, supervision, signage, location, equipment) in Ohio, Kentucky, Williamsburg, Henrico and Hanover. Lynn pointed out that further research should be conducted on how the various, successful skate parks operate. Bill Carlson said that if a skate park is located at a school site, complications could arise over using the park during school hours. Ron also pointed out that one possible challenge for SINAC and other skate park organizations, is that the desire for a skate park seems to change as the kids grow up and get their drivers license and then the organization loses momentum.

The Commission advised Ms. Daves and Mr. Johnson to develop a skate park design-- the kids can help with the initial design, but a formal design will eventually be needed. Dennis Harding advised SINAC to talk to school principals and request school system endorsement. Mike Golden suggested that a letter of endorsement from the Woodlake Association should be obtained. A cost estimate must be compiled and their fundraising efforts documented. This information should be provided to their Board of Supervisor representatives.

Ms. Daves advised that the School Playground Committee had requested a meeting with a representative from the Advisory Commission to discuss skate parks. Tim Mick invited Phil Innis, a member of the School Playground Committee to attend the Capital Projects Committee meeting on September 29.

Bevely Taylor, Chalkley Athletic Association

Mr. Taylor advised that a *CocaCola* Scoreboard would be arriving October 1. It is a Football Scoreboard ALS 716 LED. Bruce Dove asked Mr. Taylor for the *cut-sheet* from the manufacturer that contains the necessary information to install the scoreboard. This sheet must be attached to the building permit. Mark Askin advised he would work with Mr. Taylor on the installation.

VIII. Old Business:

Miracle League

Phil Innis advised that at the August PRAC meeting Ms. Karen Pusey presented a request for a field for Miracle League. Ms. Pusey, Renee Olivia, Huguenot Little League, Greg Curtis, Chesterfield Youth Softball Association, Bob Terrell and Phil Innis met to discuss various options. Gates Elementary is a site scheduled for improvements and offers easy access to Rt.288. A meeting will be arranged with Principal Thelma Smith to discuss Gates Elementary as a possible location for a Miracle League Field. Background checks for Miracle League volunteers would need to be addressed by committee at a later date.

IX. New Business:

Committee on the Future Green Infrastructure Executive Summary

The Committee on the Future, a strategic planning group for the County, was not able to schedule a representative to attend and discuss their initiative. Therefore, Mike Golden discussed the **July 2005 DRAFT** of the *Executive Summary* with Commission members.

Mike noted the quality of life benefits and economic development benefits addressed in the report. The report also included historic structures as well as green infrastructure. The committee's most important recommendation was for the County to adopt the viewpoint that green infrastructures are another major consideration in decisions made by the County. The County has a Highway Plan, a Comprehensive Plan, a Parks and Recreation Master Plan, a Bikeway Plan and the committee recommends development of a Green Infrastructure Plan. Economic considerations and green infrastructure must work together.

Lynn noted that the Greenways Plan, developed by Jennifer Wampler is now a staff working-document and has not be adopted at this time. When adopted, it would become part of the County's Comprehensive Plan. Jack Griffin noted that a Green Infrastructure Plan cannot be the guiding principle, or it would be another no-growth initiative- instead of one of the many considerations in decisions made.

The County Administrator would administer the plan at the direction of the Board of Supervisors. Training would be provided to staff involved in the administration of the plan and *Chesterfield University* could be utilized to update employees about the Green Infrastructure Plan.

Lynn suggested that when the final edition of the report is published and the plan goes to the Board of Supervisors, PRAC should make a recommendation, since the Parks and Recreation Master Plan was used as a resource for the *Green Infrastructure Report*. Jack Griffin noted that this current document does not have a direct Parks and Recreation element, but discusses the Green Infrastructure Plan guiding the Comprehensive Plan. He stressed this was also a draft and subject to change.

Mike advised that the Committee on the Future is made up of members (two from each district) appointed by the Board of Supervisors. Lynn said the committee had worked for 18 months on this report. Tim Russell noted that he viewed this current draft document as educational for PRAC and when the completed document was released, a recommendation could be made. Lynn requested a digital copy of the report when available, to be reviewed by the Outreach and Greenways Committee.

X. Reports:

- **Construction Status Report**

Stuart Connock, Jr. distributed the report to the Commission and was available for questions.

Public Hearing: None

Tim Mick asked that the record reflect his objection to canceling a public hearing on short notice. Tim extended apologies to any citizen adversely affected.

Athletic Presentations/Fees:

Bill Carlson advised he would request Steve Seagle and Debbie Snyder to make their presentations to PRAC in November.

CASA has not submitted their non-resident fees.

Location of October 6 Meeting:

In consideration of the public hearings scheduled in October a vote from Commission members was requested. **Lynn made a motion to meet at Ettrick Community Center, on October 6. The vote passed with one “No” vote. Directions to Ettrick are provided below.**

Mike Golden advised a van would be at the Ettrick Community Center at 6:00 p.m. to take Commission members on a tour of Virginia State University.

XI. Recommendation of Agenda Items for Thursday, October 6, 2005:

- Athletic Associations Presentations
- Co-sponsorship Report
- Public Hearing Category D
- Public Hearing Capital Projects Construction Policy
- Public Hearing Indoor Sports Assignments
- Public Hearing Open and Closing Dates
- Non-Cosponsored Organizations Policy Finalized

XII. Meeting adjourned at 8:50 p.m.

Minutes submitted by Rebecca J. Parker CPS/CAP

**The next meeting will be held on Thursday, October 06, 2005, at Ettrick Community Center
Advisory Commission tour of VSU Campus at 6:00 p.m.**

Directions to Ettrick Community Center

From Richmond, take I-95 south to Exit 54 (Temple Avenue). Turn left at stoplight onto Temple Avenue. At second stoplight, turn left onto Route 1/301 (Jefferson Davis Highway). Turn right at approximately four stoplights onto Dupuy Avenue. Follow Dupuy Avenue to Dupuy Road which will be on the right (Dupuy Road veers to the right at the Liberty gas station). Take Dupuy Road to Laurel Road. Turn left on Laurel Road. Park entrance is on your right. Park is located across from the Amtrack Railroad Station.

From Chester, take Iron Bridge Road west to Lewis Road (Shoosmith) and turn left onto Lewis Road. At the stop sign take a right onto Bradley Bridge Road, follow to stop sign (corner store on right with Citgo gas station). Take a left onto Woodpecker Road and continue until you get to a stop sign (old red church, now a clothing cottage, is on right). Turn left, staying on Woodpecker Road, follow around a sharp curve. Just up ahead, Woodpecker Road will veer off to the right. Stay on Woodpecker Road until you see Dupuy Road on left. Take a left on Dupuy Road then a right onto Laurel Road. The Ettrick Park entrance is on your right (located across from the Amtrack Railroad Station.)